



Small Business Grant Program

Town of Brookfield

Release Date: Friday, April 8, 2022

Application Deadline: Friday, May 6, 2022 at 2:00 pm

Introduction

The American Rescue Plan (ARPA) of 2021 was signed into law by President Biden on March 11, 2021. The legislation established the Coronavirus-19 State and Local Fiscal Recovery Fund (SLFRF) which is intended to support state and local governments as they address the health and economic impacts of COVID-19 on their communities, residents and businesses.

According to guidance issued by the US Department of Treasury, "Fiscal Funds must be used in one of four eligible use categories specified in the ARPA and implemented in the Interim Final Rule, which includes "responding to the public health emergency or its negative economic impacts, including assistance to households, small businesses and nonprofits, or to impact industries such as tourism, travel and hospitality."

Small businesses were heavily impacted by COVID-19, experiencing large losses of revenue and additional costs for PPE, outfitting and other expenses. In communities like Brookfield, these small businesses often do not have the means to easily or quickly recover.

At a Special Town Meeting on Tuesday, March 29, 2022 Brookfield voters approved a \$200,000 grant to fund small businesses negatively impacted by the COVID-19 pandemic. The Town is now seeking applications and encourages small business owners to submit an application to help offset their losses.

Eligible businesses may apply for grants up to \$5,000. Funding is limited and not all businesses approved for participation will receive the maximum amount. A business may submit only one application.

Eligibility

The eligibility requirements for assistance under this program are:

1. An applicant must be a Brookfield based business that is physically located and registered with the Town of Brookfield.
2. Non-profit organizations with a determination letter showing their 501(c)3 exempt status may apply. These funds can only be used to support non-religious activities such as providing for the needy in our community.
3. Must have an annual gross revenue prior to the COVID-19 pandemic of less than \$1,000,000.
4. The business must currently be in operation and open for business.
5. Applicants must be in good standing and current on its federal, state and local tax obligations and have no liens or judgements.

The business must be able to demonstrate satisfactorily that it has been negatively impacted by the COVID-19 pandemic and that funding will enable the business to continue to operate. The business must have a clear and specific use for the grant money and the grant money can only be used toward future expenditures. In addition to program requirements, grants will be based on a number of factors including the the continued viability of the business enterprise and the degree to which the business has been impacted by the pandemic. The proposed use of the funds must include, but not limited to: payroll, mortgage interest, rent, utilities, costs associated with compliance with health measures and construction of outdoor dining area. The committee will also consider the extent to which the business has received other assistance.

Evaluation and Approval Process

All applicants will be reviewed by a committee of five (5) individuals as follows, Economic Development Commission Chairman, Vice Chairman and Secretary, Economic Development Manager and the Brookfield Tax Assessor. The committee shall have the discretion to restrict the use of awarded grant funds for any of the requested line items. This committee’s recommendation will be forwarded to the First Selectman for final approval.

Each application will be evaluated on the following factors and scored.

	Max Points
Completed application	1
Use of funds	2
Financial need	3
Does submitted application support the request?	3
Business Viability	3
Impact grant will have on the business	4
Economic Hardship	4
Maximum Total	20

Committee will review all applications received by 1:00 pm on Tuesday, April 19th and make its first round of recommendations to the First Selectman no later than Friday, April 22. Awardees will be promptly notified. A second review and final recommendations will be made to the First Selectman on Thursday, May 12. Round two awardees will be promptly notified. The total value of awards from both rounds cannot exceed the \$200,000 limit set by the voters at the March 29 Special Town Meeting.

Submissions

Applications can submitted at any time but must be received no later than 2:00pm on Friday, May 6. Applications can be e-mailed to Greg Dembowski, Economic Development Manager at GDembowski@BrookfieldCT.gov, mailed to Brookfield Town Hall, 100 Pocono Rd., Brookfield, CT, ATTN: Greg Dembowski, or dropped off at Brookfield Town Hall, Land Use Office, room 103. Applications received by e-mail will be sent an e-mail confirming receipt of the application.

Contact/Questions

For assistance of questions regarding this solicitation, please contact Greg Dembowski at 203-740-3865 or e-mail GDembowski@BrookfieldCT.gov.

BROOKFIELD SMALL BUSINESS GRANT PROGRAM APPLICATION

Section 1: Applicant Information

Business Name _____

Business Owner/s _____

Business Street Address _____

City _____ State _____ Zip Code _____

Business Phone _____ Website URL _____

Email Address _____

Federal Employer Identification Number (EIN) _____

What month and year was your business incorporated/registered? _____

Years in Brookfield _____ Years at Current Location _____

2019 Gross Revenue \$ _____ 2020 Gross Revenue \$ _____ 2021 Gross Revenue \$ _____

How is your business structured? _____

Briefly Describe Your Business:

How many employees did your business have on January 1, 2019? _____

How many employees does your business currently have on payroll? _____

Section 2: Underwriting

Are you and your business current on all tax obligations to the Internal Revenue Service, the State of Connecticut and the Town of Brookfield? ☐ Yes ☐ No

If no, please explain: _____

Do you and your business have any outstanding liens or judgments? ☐ Yes ☐ No

If yes, please explain:

Does your business report personal property? ☐ Yes ☐ No

If no, please explain: _____

Is the business compliant with the Connecticut Department of Labor Office of Unemployment Assistance and all applicable state and federal employment laws and regulations, including but not limited to minimum wages, unemployment insurance, workers' compensation, and child labor. ☐ Yes ☐ No

If no, please explain:

Have you applied for any funding from federal programs such as the Payroll Protection Program (PPP) or SBA Economic Injury Disaster Grant/Loan Program related to the current pandemic and disaster declaration?

☐ Yes ☐ No

Have you been approved or received any funding to date from federal or state relief programs related to the pandemic and disaster declaration? ☐ Yes ☐ No

If yes, please provide details as to program and amount:

Funds being requested? (up to \$5,000) _____

Section 3: The questions below will help determine economic hardship and business viability. Please add additional pages and provide documentation that help support business hardship and viability.

Please describe the impact of COVID-19 on your business:

How will you use the funds?

What impact will the grant have on your business? How will these funds help make your business more viable?

Section 4: Certification

I hereby certify that the information contained herein is complete, true and accurate to the best of my knowledge. I further authorize the Economic Development Manager to ~~make~~ inquiries as necessary to verify the information contained in this application.

The undersigned agrees that any funds provided pursuant to this application will be utilized exclusively for the purpose(s) set forth in this application, as may be amended.

I understand that false or misleading statements may result in forfeiture of benefits and criminal prosecution under the laws of this State.

A grant award to a business is taxable income. Each business approved for an award must submit a W-9 to the Economic Development Manager before funds are dispensed.

Business Owner or Officer Signature: _____

Printed Name: _____

Title: _____

Date: _____